

Memorandum

DATE: October 16, 2009

TO: Mayor and Council

Leadership Team

FROM: Robert L. Olander, City Manager

RE: City Council Work Plan - Quarterly Update – 3rd quarter 2009

What follows is the third quarter 2009 update of the City Council work plan for 2009-2010.

City Council Goal 1: Implement the adopted Community Vision by updating the Comprehensive Plan and key development regulations in partnership with residents, neighborhoods and businesses

Complete Southeast Area Neighborhoods Plan

The Southeast Area Neighborhood Citizens Advisory Committee met monthly during the summer in 4-hour meetings following the June open house. In September, the Committee met in 2-hour and 4-hour sessions and completed an initial draft of a recommendation for subarea goals and policies. The committee is currently meeting in 2-hour sessions to develop final recommendations on the Subarea Plan Map. Final recommendations are tentatively scheduled to occur in mid to late October.

Complete Town Center Plan

Staff began work on the Town Center Plan in the second quarter of 2009. An open house is scheduled for October 29. In November, staff will review the information gathered during the open house and prepare for discussions with the Planning Commission about a long-term vision for the Town Center Subarea.

Update the Tree Regulations

Staff has been working on the tree regulations since March of 2009. The Planning Commission has discussed this item at five sessions, and staff will include the Commission's ideas in its initial proposal which staff will be preparing over the next two to three months. Staff will present an update on the tree regulations in the 1st quarter of 2010.

Adopt New Residential Density and Incentive Regulations for RB Zones

On May 12, 2008, the Council adopted interim development regulations for the Regional Business (RB) zone in response to community concerns over the existing Development Code, which did not establish a maximum residential density in the RB zone. A moratorium was established for six months to establish a maximum density of 110 dwelling units per acre, while the staff and Planning Commission considered Development Code solutions to address intensive multi-family and commercial development as it transitions to single-family neighborhoods. The most recent extension will expire in mid-November 2009.

The Planning Commission began discussing the new permanent regulations in June 2009 and continued its discussion in August. The Commission also held a public hearing on an RB proposal on September 17, and the hearing and Commission deliberations were continued to October 1, 2009. The Commission developed its recommendation at the October 1 meeting and will forward them to the Council for consideration on October 19.

Complete draft Urban Design, Capital Facilities, and Park elements of the Comprehensive Plan Staff will work with the Council and Commission to develop a scope of work for these elements with the work likely to begin in mid-2010.

City Council Goal 2: Provide Safe, Efficient, and Effective Infrastructure to Support Our Land Use, Transportation and Surface Water Plans

Update the Transportation Master Plan

Work on the Transportation Master Plan (TMP) update is underway. The City's consultant, DKS Associates, has begun work on the traffic modeling and will be evaluating several future land use scenarios as part of their work. Henderson, Young and Associates, a sub-consultant to DKS, has also begun work on revisions to the City's concurrency standards in association with the TMP update. Staff will undertake the remaining tasks within the update, including development of the Bicycle and Pedestrian Plan and Transit Plan. The update of the TMP is expected to be a 12-18 month process. Development of the Bicycle and Pedestrian Plan and Transit Plan are anticipated to be early phase products.

Develop Citywide Trail and Bicycle Connection Plan

Work on development of a Bicycle and Pedestrian Plan has begun as part of the TMP update. Staff will be preparing this plan and it is anticipated to be an early phase product in this update. A public open house for the Bicycle and Pedestrian Plan and Transit Plan was held on July 8, 2009 and 27 people attended the open house. A Bicycle and Pedestrian Advisory Committee, which has been created to act in an advisory role to staff in development of this plan, had 11 residents apply and all were selected to serve on the committee. Staff is also preparing a "sharrows" (bicycle marking) demonstration project on portions of 10th Avenue NE. Weather conditions will determine if these are going to be installed in 2009 or sometime next year.

Maximize Effectiveness of Local Transit Service

Development of a Transit Plan will also be part of the TMP update. The Transit Plan will be prepared by staff and is anticipated to be an early phase product in this update. A public open house for the Bicycle and Pedestrian Plan and Transit Plan was held on July 8, 2009 and 27 people attended the open house.

The Regional Transit Committee (RTC) and Metro staff continue to discuss ways to address the funding shortfalls anticipated for the next few years for Metro Transit. In August, the King County Executive introduced a plan to address this shortfall. Service cuts continue to be a proposed mechanism for balancing the budget. Additional proposed actions include deferral of some Transit Now investments, not including Rapid Ride, fare increases and utilizing reserves. The RTC has not made a decision about how to restore service hours when their revenues increase. The City has sent comment letters to the King County Council and the County Executive outlining our position on this matter.

Negotiate Acquisition on Seattle Public Utilities Water System in Shoreline

In the third quarter, staff began initial research on the Seattle Public Utilities Water System in Shoreline. This research will feed into a draft acquisition proposal that will be brought to the City Council for review in 2010.

Update the Surface Water Master Plan and Priority Basin Plans

Design of the Thornton Creek Basin Plan will be completed in 2009. The planning and preliminary study to develop the scope of work for the Boeing Creek Basin Plan will begin in 2010. The goal is to develop policies and a set of actions to be completed in the watershed that will address flooding, fish habitat, and water quality problems in a comprehensive and affordable manner.

Simultaneously, in 2010, a Surface Water Management (SWM) Rate Study and implementation plan will occur as the City begins to complete more of the individual stormwater basin plans (e.g. Thornton Creek). A comprehensive review of the utility's ability to meet specific operational and capital demands will include prioritizing the individual basin plans into the Master Plan. Reviewing the demands on operations to maintain the capital infrastructure and reviewing the long term goals and their impacts to services and programs within the utility, as well as assessing the increasing demands of sustainability and environmental protection, will also be necessary. This study will provide the necessary information to optimize the management of the Surface Water Utility.

<u>Provide Leadership and Advocacy at the Regional Level for Sustainable Land Use,</u> Transportation and Basin Plans

Staff continues to attend regional forums and regional planning processes related to sustainable land use, transportation and regional basin plans, such as the King County Flood Control Zone District, Puget Sound Regional Council Regional Project Evaluation Committee (PSRC/RPEC), and King County Project Evaluation Committee (PEC). Staff is also working with King County, Metro, and Community Transit on developing a transit oriented development project at the 192nd Park and Ride. We have also prepared and submitted comments on the PSRC's Transportation 2040 Regional Transportation Plan DEIS.

City Council Goal 3: Implement the Economic Development Strategic Plan

Work in Partnership to Develop a "Transit-Oriented Development" Plan for the Aurora Park and Ride Lot at N. 192nd Street

The Washington State Department of Transportation (WSDOT) completed an appraisal of the 192^{nd} Street and Aurora Park and Ride facility in the first quarter of 2009, and valued the property at \$8.2 million. City staff is continuing to work with WSDOT representatives and Ed Walker of King County Metro to finalize the transfer of the Park and Ride site to King County. This transfer must be completed before King County Metro staff can begin work on the development of a transit-oriented development (TOD) on the site. Staff continues to monitor and discuss the process with King County, as there is developer interest in the Park and Ride site as a potential TOD project.

<u>Continue to Support Small Business Development and Expansion and New Investment in Shoreline</u>

With the conclusion of the Community Capital Development (CCD) small business services contract, staff initiated the "Growing Your Small Business" program in 2009. This series of 11 business education classes consisted of 90 minute classes with presentations by various business and marketing experts. CCD staff contributed more than half of the featured speakers and continued to support the program with printed materials. The program's purpose was to establish the need for business education in the Shoreline business community. The class attendance varied from 12 to 18 entrepreneurs, business owners, and consultants.

Using the results of the program, staff initiated a small business service contract with the Shoreline Community College Business Accelerator Program, which is based at the College's Lake Forest Park Campus. The Accelerator program is designed to be a "hands-on" business education program that focuses on the benefits of an organized business and marketing plan, accounting, self promotions, networking, business law, and strategic planning. Mark McVeety manages the Business Accelerator Program and brings over 28 years of private sector business development and best practice experience to the service contract.

Encourage the Development of Clean Technology and Green Jobs

Staff continues to have discussions with the Shoreline Community College Solar and Energy Efficiencies Program about ways the City can support their initiative. As well, the City has joined the NW Clean Technology Trade Alliance (CTTA), an organization that promotes environmental manufacturing and energy efficiencies companies. The CTTA is endorsed by enterprise Seattle and the Washington State Department of Commerce (formerly CTED). The CTTA has recently signed agreements with Dow Chemical, Monsanto, and other major companies to promote recycling, CO² reduction programs, and energy efficiency programs. CTTA has also partnered with Enterprise Seattle to promote environmental programs, education, and business development. The Economic Development Program Manager is a sitting board member of CTTA and contributes as a business development and attraction consultant.

Facilitate Partnerships with the Economic Development Advisory Committee (EDAC), Forward Shoreline, the Shoreline Chamber, Shoreline Community College, and Others

The EDAC continues to discuss the visioning of the economic landscape of Shoreline and ways to attract businesses here. They also continue to evaluate the challenges of commercial and residential development in the City of Shoreline. In addition to discussing strategies of how best

to implement specific action items in the Council's Economic Development Strategic Plan, the EDAC recently added 14 new members who are replacing members who have resigned or were termed-out.

During the third quarter of 2009, the Economic Development Program Manager (EDPM) introduced a two year work plan which included specific EDAC study areas, including the Town Center Master Plan, Aurora Economic Development, Way Finding Systems, Town Center Vision Statement, and the SE Neighborhood Sub Area Plan. The committee will to use the five evaluation criteria - Development, Business Community, Marketing Shoreline, Community Capital, and Government – to look at these study areas.

The EDPM continues to work with the Shoreline Community College in the areas of Small Business Development Education, Automotive Tech, the Registered Nurse Program, and Student Housing. Recently, College President Lee Lambert met with a developer and WSDOT representatives to look at a potential site for proposed student housing.

The EDPM also continues to work with various committees of the Shoreline Chamber of Commerce (SCC). The EDPM recently helped the SCC Ambassadors stage a Grand Opening Event for the new "Fuji Steak House" restaurant on Aurora Avenue N, in which 50+ members attended a Hibachi style luncheon. The EDPM continues to consult with the SCC to introduce new programs and promote the Chamber to the community.

<u>Develop and Implement a Strategy to Utilize the Arts, Culture, and Historic Resources as an</u> Economic Catalyst

The EDPM continues to work with the Shoreline/Lake Forest Park Arts Council to promote shows and seek out sponsorship opportunities. The EDPM also was very involved in the JAZZ Walk event during Celebrate Shoreline, which was held in the third quarter. The City provided financial and staff support to the successful event. The City also contributed financial support to radio advertisements to promote the event. This year's event was the largest to date with 1,350+ attendees and 11 music venues.

City Council Goal 4: Create an "Environmentally Sustainable Community"

Complete the Green Street Demonstration Project

The Public Works Department has selected 17th Avenue NE between 145th and 150th Street as the Green Street Demonstration project area. Staff and the project consultant (SVR) held the third meeting with neighbors to review the 50% plans on June 24, 2009. Staff continues to refine the design, and will meet with a few property owners to show them adjustments based on their comments. The Fire Department has undertaken a test drive to ensure that the traffic calming devices meet their needs. Some slight adjustments are in the works to address clearance at the traffic circle locations. Because the American Legion has many events scheduled between now and New Year's Eve, staff will advertise and open bids in early 2010. In addition to the design and capital improvements, staff has prepared a draft community program to help the residents along the street reduce their negative impact on the environment. Staff is also finishing up a grant to replace the current street lights on 17th Avenue NE and on NE 150th Street with LED technology.

Distribute available information to homeowners and builders regarding residential Green Building programs

Staff is working with King County Green Building staff to create a brochure specifically for seniors who do not have access to computers. The brochure will be available in the 4th quarter of 2009. As well, Green Building workshops are being scheduled for the first and second quarter of 2010 for residents who want to remodel their homes using sustainable techniques and materials.

Implement a comprehensive environmental purchasing policy

The Green Team, in consultation with the Finance Department, will begin drafting the specific standards and guidelines of the purchasing policy in November 2009, and each element of the policy will be reviewed and adopted by the Leadership Team as they are ready. The team hopes to provide Council with an update in May 2010 and to finish the policy development by the end of 2010.

Expand community outreach and information efforts to reduce waste, recycle, and conserve energy

The City is working with CleanScapes to promote a Community Waste Reduction Rewards Program for residents to team up with neighbors in the same garbage collection area to reduce waste and win a community improvement project installed by CleanScapes. Public announcement of this rewards program was made at the City's Clean Sweep event in the third quarter.

Establish baseline indicators and a tracking system to monitor progress and flag needed adjustments

Staff is working on setting up an online indicator tracking and reporting tool called SEE-IT, which is produced by Visible Strategies. Funding for this tool is currently being finalized, and the goal is to be working with Visible Strategies by the fourth quarter of 2009. The Green Team is continuing to review and develop the data sources for tracking, analysis and reporting of the potential indicators.

A Climate Protection Extra Help position is also currently being advertised to assist with data collection, input and tracking of carbon emissions with software developed by International Council for Local Environmental Initiatives (ICLEI). Eventually, this information will be added to SEE-IT for inclusion on the City's website.

City Council Goal 5: Complete the Projects Approved in the 2006 Parks Bond

Complete Hamlin Park and Cromwell Park Improvements

The Cromwell Park construction contract was awarded on June 22, 2009, and construction is currently underway. The Hamlin Park construction contract was awarded on July 13, 2009, and construction is also underway. Construction is scheduled to be completed in the first quarter of 2010 for both parks.

Design and install trail corridor improvements

The City has contracted with Earth Corp for trail maintenance and improvements. City Staff is also working with design consultants to prepare designs for soft surface trails within Hamlin Park this year and will begin soft surface trail improvements at Shoreview and Boeing Creek Park in 2010. The bid documents are complete for Hamlin trail improvements, and the

construction contract is scheduled to be awarded on November 23, 2009. The City is working with Lake Forest Park on Interurban Trail and Burke Gilman Trail connectors in addition to a planning process for hard surface trails on surface streets in 2010.

Develop the Kruckeberg Botanic Garden Master Plan

Public meetings on the Kruckeberg Botanic Garden Master Plan have been scheduled for the third and forth quarter of 2009. It is currently anticipated that the Master Site Plan will be completed by the second quarter of 2010.

City Council Goal 6: Construct the Civic Center/City Hall Project

<u>Complete Construction of the Civic Center/City Hall and Construct the City Hall Parking Structure and Final Site Improvements</u>

The following project construction elements were completed in the third quarter 2009:

- Plaza hardscape was poured, planters were filled with topsoil and irrigation installed.
- Flag pole base was set on Midvale.
- Sidewalk running between the parking garage stair and the building was formed and poured.
- Soil to the green roof was poured.
- Furniture Systems were installed.
- Building code compliant signage was installed.
- Achieved Temporary Certificate of Occupancy.
- Achieved Substantial Completion.
- Completed the move-in of City employees to the new City Hall building.
- Completed the abatement and demolition of the old City Hall Annex.

Dedicate and Celebrate the opening of City Hall

A dedication ceremony celebrating the grand opening of the Shoreline City Hall will be held on October 10, 2009. This ceremony will also serve as the official ribbon cutting and open house for the building.

Acquire LEED Certification

LEED Silver has been attained in the current design; however, all efforts by OPUS and staff continue to reach LEED Gold certification. Seattle City Light (SCL) and King County have been an integral part in helping to achieve LEED Silver by providing grant funding and rebates for energy conservation measures.

City Council Goal 7: Construct the Aurora Improvements from 165th to 205th Streets

Award bid and complete construction of Aurora from North 165th to 185th Streets
In the third quarter of 2009, right-of-way was certified for the N 165th to N 185th Street segment by the Washington State Department of Transportation (WSDOT) and the Federal Highway Administration. WSDOT also approved the channelization plans and deviation documents and authorized funding for the project. Approval to advertise for a contractor was given on October 2, 2009 by WSDOT. The project was advertised for construction on Monday, October 5, 2009, and the bid period is three weeks. Construction award is anticipated for November 2009, and construction is anticipated to become active in December 2009.

Complete design, acquisition, and bid for Aurora from North 185th to 192nd Streets
The design team continues towards the 30% milestone. During the fourth quarter of this year, final design and right-of-way acquisition will begin.

Continue to seek funding for the last section of Aurora

Staff received a \$5.5 million dollar grant from the State Transportation Improvement Board (TIB) for the 185th to 192nd Street segment of Aurora, as well as a \$950,000 allocation from the federal government as part of their 2009 budget process. The Aurora 185th to 205th project is recommended to receive \$5.5 million in the Puget Sound Regional Council process for allocation of the bi-annual federal funding process, and is first on two contingency lists for an additional \$2 million. This funding will be available in January 2010. Additionally, staff continues to look for funding for the final mile of Aurora. The design team will complete 30% design on the last section of Aurora during the fourth quarter of this year. Right-of-way and final design will begin once more funding is secured.

City Council Goal 8: Develop a Fircrest master plan in partnership with the State

Promote Community Participation Throughout the State's Planning Process

DSHS staff and City staff are maintaining contact as the State completes the development of a master pan for the Fircrest Campus to present to the State Legislature in January 2010. This master plan is not a master development plan permit for the City of Shoreline. Thus, there have been no updates this past quarter.

Encourage Appropriate Economic Development Investment and Environmental Sustainability Opportunities

As economic and environmental sustainable opportunities and ideas are brought to the attention of City staff by the Council and the City's Economic Development Program Manager, staff will continue to forward this information to the DSHS project manager for consideration in the Fircrest Campus Master Development Plan Permit.

City Council Goal 9: Develop a "Healthy City" Strategy to Ensure the Community's Access to Needed Human Services

Update the Human Services Plan and Desired Outcomes

The Human Services Task Force has met five times during the third quarter of 2009. During this period the Task Force developed a set of eight critical human services issues and strategies to address them. The Task Force conducted a public meeting to review these issues and strategies. The Task Force's materials are posted on the City's Web site. Work on the Human Services Plan Update will be completed in the 4th Quarter and presented to the City Council in early 2010.

Update the Youth Policy Plan

Given human and fiscal resource constraints, work on the Youth Policy Plan will follow and build on the update of the broader Human Services Plan and Desired Outcomes.

<u>Promote Preventative Diversion and Rehabilitation Programs for Adults and At-Risk Youth</u>
The City now uses human services funding to support counseling and therapeutic programs offered by local agencies. Though the City's funding is typically used in full by the end of the

second quarter, we work year round to be sure that agencies, schools, the courts and individuals are aware that these services exist.

Additionally, the City advocated for the expansion of the King County District Court Mental Health Court to include City misdemeanants. Currently, access to this court is only available to King County clients. This expansion was proposed to be funded through the Mental Illness Drug Dependency (MIDD) Action Plan, which is funded by a King County sales tax increase of 0.1 percent. Recent County budget reductions have put this on hold. Staff will continue to advocate for the expansion of this court.

City Council Goal 10: Provide enhanced opportunities for effective citizen communication and engagement

<u>Promote Volunteer Efforts in the City and of Partner Agencies such as the Senior Center, the Shoreline School District, and Local Human Service Agencies</u>

Community Services Division staff continues to coordinate volunteer efforts and act as a clearinghouse for potential volunteers, connecting them with opportunities both inside the city and in the larger community. Volunteer coordination efforts include compliance with Washington Cities Insurance Authority volunteer guidelines and City Volunteer Policies.

Ongoing volunteer opportunities in the third quarter in City parks included monthly work parties at South Woods and Ronald Bog, semi-monthly work parties at Kruckeberg Botanic Garden, and weekly mid-week watering and weeding at Ronald Bog. There were three Adopt-a-Road cleanups performed on City streets this quarter.

City staff from the Community Services Division continues to participate in planning and coordination of Embrace Shoreline Schools (ESS), a coalition of church, PTA, and neighborhood volunteers. The fall ESS effort focused on support for the Back to School Consortium and contributions of school supplies and funds helped meet the goal of 1000 well-stocked backpacks for low income students.

Work in Partnership with Nonprofits to Create an Online Community Bulletin Board
Over the course of the 3rd Quarter, staff researched different models of how an online community bulletin board could be created. The conclusion of this research was that the online calendar tool would be relatively straightforward to create, but the management of the tool would require some staffing of the online calendar on a semi-regular basis to approve calendar/bulletin board postings.

After reviewing community group options within the community, it was determined that using the already existing online calendar on the Shoreline Enterprise website was the best option. At the close of the 3rd Quarter, staff was getting ready to draft the promotional material to be sent out to the community about this already existing resource when it learned that the Shoreline Enterprise would be ceasing operation. Staff is thus reassessing this strategy.

Host Town Hall Meetings and Community Forums on Key Topics of Interest
No Town Hall discussions were held in the third quarter of 2009. Staff will continue to look for opportunities to hold Town Hall type discussions with the community.